



Department of Corrections
INFORMATIONAL BULLETIN

Subject: ANNOUNCE CDC FORMS 3003A AND
3003B, HEADQUARTERS/INSTITUTION
REQUEST FOR SOLE SOURCE
CONTRACT/PROCUREMENT

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The purpose of this Informational Bulletin is to officially announce California Department of Corrections (CDC) Form 3003A, CDC Headquarters Request for Sole Source Contract/Procurement and CDC Form 3003B, Institution Request for Sole Source Contract/Procurement.

All departmental Headquarter's staff are directed to utilize CDC Form 3003A (5/01) to request sole source exemptions for contractors or vendors, in accordance with the procedures identified in CDC Management Memo 94-16.

All departmental institutions' staff are directed to utilize CDC Form 3003B (5/01) to request sole source exemptions for contractors or vendors, in accordance with the procedures identified in CDC Management Memo 94-16.

The CDC Forms 3003A and 3003B (5/01) are one-page forms and are printed on 8 ½" by 11" white bond paper. These forms may be ordered from Prison Industry Authority on a CDC Form 1853 in quantities of 500 sets or more.

Please inform all persons concerned of the contents of this bulletin. Direct any inquiries to Kathleen Appel, Special Projects/Policy Unit, Contract Management Branch at (916) 324-6638 or e-mail inquiries to kapple@adminsvcs.corr.ca.gov.

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Attachment